

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY**

**TOWNSHIP COMMITTEE MEETING
FEBRUARY 25, 2016**

A meeting of the Knowlton Township Committee was held at the Knowlton Municipal Building. Present were Mayor Starrs, Deputy Mayor Cuntala and Township Committee Members Shipps, Mathez, and Farber. The minutes were recorded by Lisa Patton, Municipal Clerk.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by publishing notice of all regularly scheduled meetings in the Star Gazette, Star Ledger or Express Times as well as providing said schedule in the Municipal Clerk's office.

The meeting was called to order at 7:10 pm with a salute to the flag and roll call.

DEPARTMENT REPORTS:

Township Engineer Rodman stated that he prepared two memos: one for the salary increase and the other pertaining to the Route 46 Catch Basin. Township Committee Member Shipps reviewed the conversation she had with the Warren County Soil Conservation District pertaining to a possible exemption. Mayor Starrs asked if Township Engineer Rodman could provide additional information. Township Engineer Rodman stated that he has photographs and he can add additional information to his memo.

ORDINANCE:

#16-06

**Ordinance Adding A Chapter Entitled "Buildings, Unfit" To The General Ordinances
Of The Township Of Knowlton, County Of Warren, State Of New Jersey.**

Mayor Starrs stated that modifications were suggested and presently before the Committee is the latest draft. A motion was made by Mayor Starrs to introduce the Unfit Building Ordinance and seconded by Deputy Mayor Cuntala. Roll Call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

RESOLUTIONS:

Resolution #16-18

Consent Agenda – #16-19 thru #16-27

Resolution #16-19

Resolution Approving Knowlton Township Lions Club

Resolution #16-20

Resolution Approving Knowlton Township Lions Club

Resolution #16-21

Resolution Approving Knowlton Township Lions Club

Resolution #16-22

Resolution Approving Knowlton Township Lions Club

Resolution #16-23

Resolution Approving Knowlton Township Lions Club

Resolution #16-24

Resolution Approving Knowlton Township Lions Club

Resolution #16-25

Resolution Approving Knowlton Township Lions Club

Resolution #16-26

Resolution Approving Knowlton Township Lions Club

Resolution #16-27

Resolution Approving Knowlton Township Lions Club

A motion was made by Committee Member Farber and seconded by Committee Member Mathez to adopt the Resolutions. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

Resolution #16-28

Resolution Approving WNTI ABC Special Affairs Permit

The Committee discussed the concern raised last year about the poor response time from Hackettstown Ambulance and meeting to discuss provisions for emergency services. William Clifford stated that the event is a non-profit Lions Club fundraiser. Committee Member Mathez stated that he will contact Melanie Thiele to review the matter. A motion was made by Mayor Starrs and seconded by Committee Member Farber to adopt the Resolution. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

Resolution #16-29

Resolution Approving Delaware River Campground Treatment Works Approval

A motion was made by Committee Member Mathez and seconded by Committee Member Farber to adopt the Resolution. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

DEPARTMENT REPORTS:

Recreation Department

A voucher was submitted for the construction of dugouts, which was discussed. Also received were quotes for the walking path. A motion was made by Mayor Starrs and seconded by Deputy Mayor Cuntala to approve the low quote for the dugouts, to Mark Anthony Construction. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

The walking path was then discussed. It was suggested that the Township Attorney prepare a formal contract as the quote is close to the bid threshold. Mayor Starrs asked that any leftover millings be used for the trail going down to the Beach. An update was given on the playground and the Egg Hunt is scheduled to be held on March 19th at 11:00 a.m. with a March 20th rain date. The new water testing requirement was then reviewed and the options were discussed. A motion was made by Mayor Starrs and seconded by Committee Member Mathez to approve the Nu-Tech proposal for the walking path, contingent on having the Township Attorney prepare a contract. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

OLD BUSINESS:

Truck Appraisal

Mayor Starrs updated the Committee on the status of the \$2,000 increase from the insurance company. The Insurance Company stated that they will only get the additional money if they do not buy the dump truck back. After a brief discussion, it was agreed to continue on with their decision to repurchase the dump truck.

Municipal Alliance Grant

Mayor Starrs provided an update on the Grant funds that are utilized by the Elementary School. Bob McNinch stated that it does not sound as if the funds are being utilized for their intended purpose and he asked where the money goes. Mayor Starrs stated that she can provide Mr. McNinch with a contact person at the School.

Office Manager Recommendations

Committee Member Shipps stated that there was an issue with office coverage and the Office Manager drafted a Time Off Request Form. She also addressed the Ordinance pertaining to an Emergency Recording Secretary for the Township Committee. The Committee discussed having a back up person for an emergency.

A motion was made by Mayor Starrs and seconded by Committee Member Mathez to approve the Time Off Request Form. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

Committee Member Shipps stated that a salary range ordinance was also prepared. She went on to address the comp time report policy for non-compliance during the trial period and the past yearly compensation percentages in salaries. She stated that she will update the Office Manager on the Committee's discussion.

Other:

Committee Member Mathez provided an update in working with the DOT in regards to additional signage and the renewed contract with Hackettstown Regional Medical Center for ambulance service, which was discussed.

Mayor Starrs stated that the mold problem in the basement has become worse due to steam from the Furnace. She stated that it cost \$1200.00 to reroute the steam pipe to the outside of the building and to determine that there are 4 broken steam traps. She stated that the Furnace should not be letting off steam on a regular basis. She stated that the labor and material to install 4 new steam traps is \$1100.00. The Committee agreed that the steam traps should be replaced.

Township Clerk Patton provided an update on her missing calendar. She stated that the State Police were called and they reviewed the security cameras and the alarm log and nothing was found to be out of the ordinary. Mayor Starrs stated that she was investigated as a suspect in this matter and she stated for the record that she had nothing in any way, shape, or form to do with the disappearance of the calendar.

Committee Member Shipps provided an update on the telephone bill research. She stated that she also spoke with Zoning Officer Rossi regarding 37 Worthington Road. She went on to comment that the residents on Meadow Ridge are unhappy that their road is not on the list to be paved. The spraying of weeds was discussed.

NEW BUSINESS:

Municipal Court Comparison

Mayor Starrs stated that two of the court contract renewals are coming up and now is the opportunity to review the figures. She reviewed the comparisons and she asked everyone to review the numbers. The matter was also discussed with the public.

PUBLIC COMMENT:

Pam Russweiler stated that the "low salt area" signs were removed by the Bridge Commission and she asked who is responsible for what on Decatur Street. Mayor Starrs stated that new maps are being generated and the drain should be fixed once the weather breaks. Ms. Russweiler stated that she is going to contact the Bridge Commission in regards to repairing the drain.

William Clifford stated that the Lions Club donated \$1000.00 for the handicap swing at Tunnel Field.

OTHER:

Committee Member Farber questioned the status of the house on Decatur Street and if it is structurally sound and could be used for Affordable Housing. The Russweilers stated that it is in bad shape.

RESOLUTION:

#16-30 Payment of Vouchers

Deputy Mayor Cuntala questioned the Brother table top scanners, which was addressed by Township Clerk Patton. A motion was made by Mayor Starrs and seconded by Deputy Mayor Cuntala to approve the vouchers. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

OTHER:

Committee Member Farber suggested that the Committee adopt a Resolution honoring the accomplishment of the Eagle Scout induction being held on March 6th.

A motion was made by Committee Member and seconded by Mayor Starrs to prepare a Resolution. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

ADJOURNMENT:

A motion was made by Mayor Starrs and seconded by Committee Member Mathez to adjourn the meeting at 8:55 p.m. Roll call: Cuntala – yes, Shipps - yes, Farber - yes, Mathez - yes, and Starrs – yes.

Prepared from audio recording,

Alfia Schemm

Secretary

8/9/16